



COUNTY OF SAN DIEGO

DEPARTMENT OF PLANNING AND LAND USE: Zoning

REZONE STAFF CHECK LIST

Please review Rezone coversheet for Electronic Submittal requirements:

REZ Number _____ Accepted for filing _____ by _____
Date Name

MORATORIA: Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

YES NO
☐ ☐

ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION

- ☐ ☐ Discretionary Permit Application Form (DPLU #346). Make sure the applicant has filled out the front and signed the back. Check to see if applicant has had a pre-application conference. (See DPLU #383 HOW TO PROCESS A REZONE REQUEST)
- ☐ ☐ Ownership Disclosure Form (DPLU #305).
- ☐ ☐ Evidence of Legal Parcel (DPLU #320). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded).
- ☐ ☐ Fire Letter (DPLU #399F).
- ☐ ☐ School Letters (DPLU #399SC). Letter for each applicable school district.
- ☐ ☐ Sewer Letter (DPLU #399S) or DEH approval memo.
- ☐ ☐ Water Letter (DPLU #399W) or DEH approval memo.
- ☐ ☐ Acknowledgement of Filing Fees and Deposits (DPLU #126).

PUBLIC NOTICE PACKAGE

- ☐ ☐ Assessor's Map(s) properly marked.
- ☐ ☐ Typed list
- ☐ ☐ One set of stamped and addressed envelopes.
- ☐ ☐ Completed Form #524 with a vicinity map. If Rezone is linked to a Tentative Map, then form DPLU #524 must indicate the surrounding zones.
- ☐ ☐ Certification Forms #299 and #514.



ENVIRONMENTAL DOCUMENTS

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of AEIS (DPLU#367), USGS map with site marked and photographs with directions marked; OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of Environmental Review Update Application (DPLU# 366) and one (1) copy of the original AEIS (DPLU#366), USGS map with site marked and photographs with directions marked; OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Urban Minor Subdivision Environmental Review Exemption (DPLU #314), USGS map with site marked and photographs with directions marked, and bright orange exemption request card. |

RESOURCE PROTECTION STUDY (DPLU #374)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Slope analysis (2 copies). |
| <input type="checkbox"/> | <input type="checkbox"/> | Encroachment/Open Space Map (2 copies).
a) septic/leach lines; b) feasible grading; c) flood plain; d) proposed lot lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Density calculation, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation (DPLU #394). |

LEGAL DESCRIPTION

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A typed legal description of the area to be rezoned must accompany the application. |
|--------------------------|--------------------------|---|

PLOT PLANS

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: see coversheet of application; folded to 8 ½" X 11" with lower right-hand corner exposed
The plot plan may be assessor's sheets indicating the surrounding zones. |